

# Flat Classroom A/V User Guide

## What You Do First (flat classrooms 238, 338, 401, & 421)

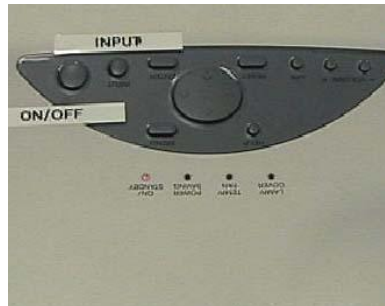
*\*The Sony projector in the flat classrooms is located on the media cart in front of the classroom.*



### For PC Use

In order to display the PC in the flat classrooms you must do the following steps:

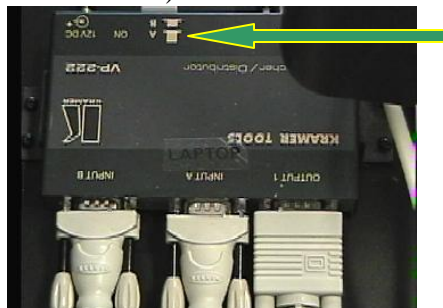
1. Turn on the Sony projector by pressing the ON/OFF button.
2. Make sure the PC is displayed on the screen by pressing the Input key on the projector. (Input A is used for the PC/Laptop)
3. Make sure the PC is turned on



### For Laptop Use

In order to display your laptop in the flat classrooms you must do the following steps:

1. Connect your laptop with the white cable on the desk labeled "Laptop".
2. Select Input A on the Kramer box on the desktop (please see written instructions on the desk for detailed instructions)



1. Press the "Fn" button on your laptop while pressing the LCD/CRT key to display laptop.

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## For VCR Use

When using the VCR in the flat classrooms to display a VHS tape you must following the steps below:

1. Press the Input button on the Sony projector to select Video on the screen.
2. Turn the VCR on by pressing the Power button on the VCR
3. Insert the VHS tape into the VCR and use the controls on the VCR to display the tape (Power, Play, Stop, Rewind, Fast Forward, Pause and Eject)

## For Camera Use

In flat classrooms 238 and 338 there are cameras in the back of the classroom used to tape class sessions. Please follow the steps below in using the cameras:

1. Locate the camera on the wall in the back of the classroom.



2. Go to the back of the classroom and use your classroom key to access the VCR in the closet.
3. Insert a blank VHS tape into the VCR and press record to begin recording your session
4. Take the remote control inside the closet to use while recording. This controls the movement of the camera on the wall.



5. When you are finished press stop on the VCR in the closet and eject your tape.
6. Return the remote to the VCR closet and lock the closet when you are finished.

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## **When You Are Finished (flat classrooms)**

When you are finished with your presentation here are some things you must do before you leave:

1. Press the Input button on the Sony projector to select Input A if it is on another source.
2. Turn the projector off by pressing the ON/OFF button twice (pause between each press) for shutdown.